

Appendix E: Quality Assurance Office Review – Level I

Date	District/Consultant Under Review	Bridge Number

RECORD KEEPING

The AASHTO *Manual for Condition Evaluation of Bridges* states, “Bridge owners should maintain a complete, accurate and current record of each bridge under their jurisdiction. Complete information, in good usable form, is vital to the effective management of bridges. Furthermore, such information provides a record which may be important in legal action.”

Bridge File - The bridge file describes all bridges under the jurisdiction of the Program Manager. This file should contain all cumulative information about each individual bridge.

Location of Bridge File: _____

File Accessible to Users: Yes No

Comments: _____

Bridge File Documents

Yes	No	N/A	Document
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bridge Design Plans, As-Builts and/or Rehab Plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Correspondence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Load Rating Analysis Computations or Load Rating Summary
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Initial / Inventory Update Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspector Qualification Records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection performed within 24 months of previous inspection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Critical Finding Documentation Current
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scour Plan of Action
			Special Inspections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Damage Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Detail Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fracture Critical Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Underwater Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interim Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Border Bridge Inspection Reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other

